

What is claimed is:

1. An expense management method for controlling a budget of at least one department in an organization, the expense management method comprising the steps of:

providing at least one terminal unit and a host connected to each of the terminal units via an electronic communications network;

storing a budget of the at least one department in the host;

sending a purchase requisition of one department from a terminal unit of that department to the host via the network;

calculating a current budget balance of the said one department according to the stored budget and a history of expenses of the said one department in the host; and

determining if a total cost of the purchase requisition exceeds a current budget surplus of the said one department as disclosed by the calculation of the current budget balance.

2. The expense management method as claimed in claim 1, further comprising the step of:

sending a purchase order to a supplier if the total cost of the purchase requisition is less than the current budget surplus of the said one department.

3. The expense management method as claimed in claim 1, further comprising the step of:

sending an alarm if the total cost of the purchase requisition is greater than the current budget balance of the said one department.

4. The expense management method as claimed in claim 3, further comprising the step of:

reprocessing the purchase requisition if an alarm is sent.

5. The expense management method as claimed in claim 3, wherein the

alarm sent is a sonic alarm.

6. The expense management method as claimed in claim 3, wherein the alarm sent is a visual alarm.

7. The expense management method as claimed in claim 1, further comprising the step of:

inquiring of the host about information stored in the host, the stored information including information relating to the at least one department, at least one article needed by any department, at least one supplier, and a history of expenses of each of the at least one department.

8. The expense management method as claimed in claim 1, further comprising the step of:

automatically generating a budget report, an expense report and an excess budget report.

9. An expense management system for controlling a budget of at least one department in an organization, the expense management system comprising:

a basic information memory module for storing information about each of the at least one department, a cost of any article needed by any of the at least one department, at least one supplier, and at least one form;

a transaction process module for controlling purchase requisitions, purchase activity and settlement of cost accounts;

an inquiring and analyzing module for inquiring and analyzing information in the basic information memory module;

a statistical reports module for collecting information in the basic information memory module and information related to costs; and

a system management module for managing information on users and changing data records in the basic information memory module.

10. The expense management system as claimed in claim 9, wherein the basic

information module comprises a department management module for managing basic information on any of the at least one department.

11. The expense management system as claimed in claim 9, wherein the basic information module further comprises a cost item management module for managing cost items related to transactions of any of the at least one department.

12. The expense management system as claimed in claim 9, wherein the basic information module further comprises a supplier management module for managing basic information on suppliers.

13. The expense management system as claimed in claim 9, wherein the basic information module further comprises a forms management module for storing basic forms used in transactions.

14. The expense management system as claimed in claim 9, wherein the basic information module further comprises an article management module for storing information on articles purchased.

15. The expense management system as claimed in claim 9, wherein the transaction process module comprises a budget and expense database for storing budget and expense information on any of the at least one department generated from transactions.

16. The expense management system as claimed in claim 9, wherein the transaction process module further comprises a budget management program for controlling a budget of any of the at least one department.

17. The expense management system as claimed in claim 9, wherein the transaction process module further comprises a transaction database for storing information generated from transactions.

18. The expense management system as claimed in claim 9, wherein the transaction process module further comprises a transaction process program for executing specific transactions.

19. The expense management system as claimed in claim 9, wherein the system management module comprises an updating sub-module for managing changes in department code of any of the at least one department.

20. The expense management system as claimed in claim 9, wherein the system management module further comprises a department budget locking sub-module for protecting a budget of any of the at least one department from being changed.

21. The expense management system as claimed in claim 9, wherein the system management module further comprises a form lock ing sub-module for protecting forms used in transactions from being changed.

22. An expense management system comprising:
means for storing information of a budget of a department;
means for comparing a purchase order with the budget;
means for sending an alarm to the department if a monetary amount of said purchase order exceeds the budget or for processing the purchase order if not exceeds; and
means for updating the information before comparing the purchase order with the budget.